

ILLEGIB

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800240008-8

B6
One side

27 Jan 1961

STAT

Memo To File.

STAT

The attached was sent to [redacted]
[redacted] Chief, Reference Board, Map Library
on this date.

STAT

Upon completion of the [redacted] request
[redacted] will forward to me for completion
as to color delivery date, etc. [redacted]
will also determine in the meantime
whether or not OPR can pay for these
items.
[redacted]

STAT

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This installation is to be made in the
new building and not in the current
Office Space.

STAT

There is considerable work to be done to the
files from an indexing and folder conversion
point of view. It was pointed out to me
[redacted] that shelving would be totally

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unsuccessful unless this were done first.
[redacted]

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was offered. She refused however to
begin on their own and

SUMMARY SHEET

ORR/Wash And/Map Lib Div. Ref. Br.

TYPE OF MATERIAL

1. CIA Sample Map Folders (1 Copy of each
CIA published map)
2. Map Supplements (Texts that accompany
maps)
3. Series Folders indicating holdings of
Map Series Sheets in Map Collection

EQUIPMENT

4	4 dr. Safes	25 cu. ft.
4	5 dr. Legal Cabinets	30 cu. ft.
5	5 dr. Letter Cabinets	25 cu. ft.
<u>12</u>	4 dr. Letter Cabinets	<u>90 cu. ft.</u>
		170 cu. ft.

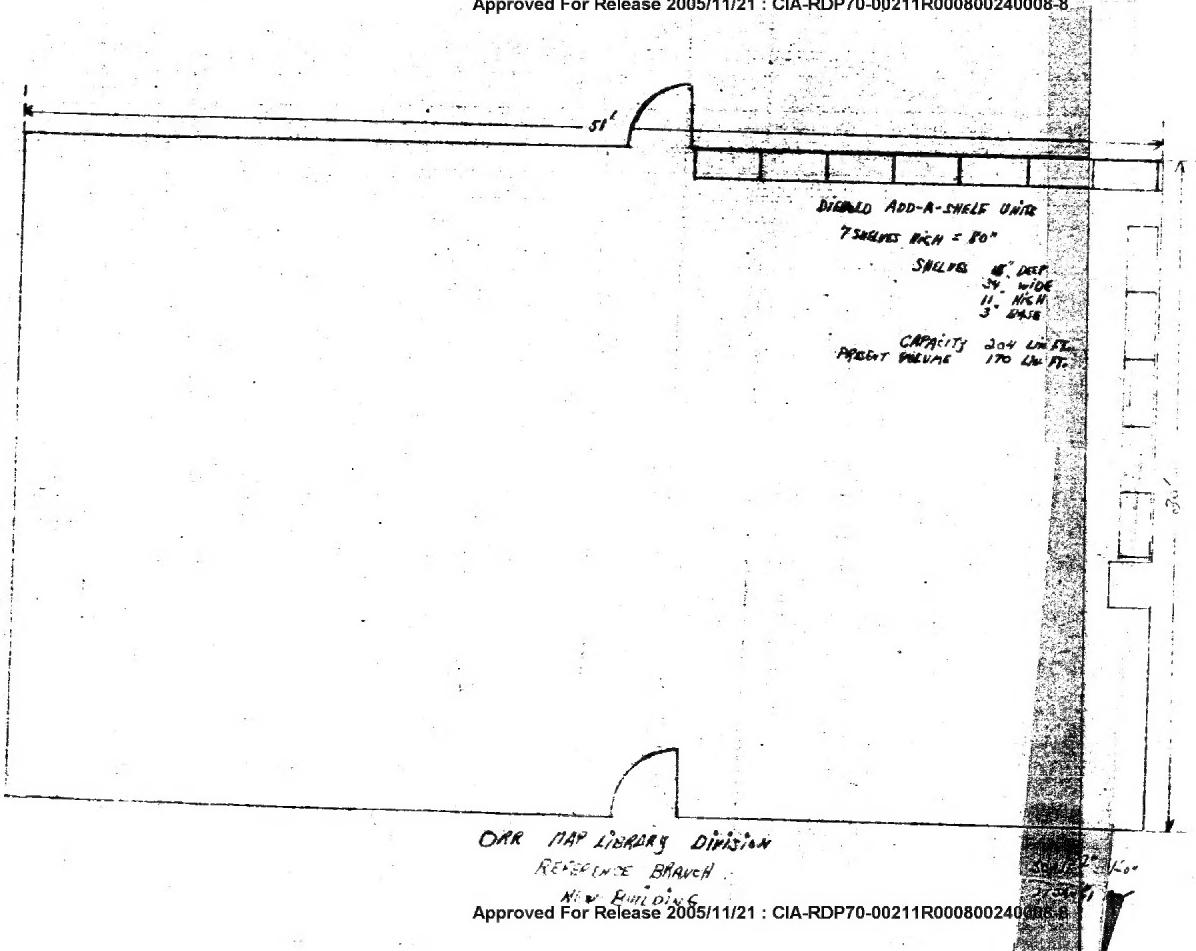
VOLUME OF MATERIAL

Cabinet Capacity	170 Lin. Ft.
Currently On Hand	150 Lin. Ft.
Shelving Capacity	204 Lin. Ft.

FLOOR SPACE COMPARISONS

Present Cabinets	95 Sq. Ft.
Shelving	36 Sq. Ft.

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FOR: ORR Map Library/Reference Branch

Shelving - Add-A-Shelf - Legal Size

<u>DIEBOLD NO.</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PR. EA.</u>	<u>TOTAL</u>
86-16	Basic Open Shelf File Unit with Recessing Drop-Front Door/W Label Holders	84	14.95	\$1,255.80
86-17	Cap	12	1.70	20.40
86-19	Base (3" with Levelizing Screws)	12	9.20	110.40
86-31	Adjustable Divider	420	.26	109.20
86-27	Portable Work Shelf for Legal Units With Doors	4	3.15	12.60
Guides	Legal Size, 14 3/4 wide X 9" high exclusive of Tab. Tab Extension from body of guide 1 1/8" allowing full 1" insert and making overall width 15 7/8". Guides to be 25 ft. Gray pressboard and furnished with two inserts each. Guides are to be used with shelf units described above with Doors.	252	19.25 Per C	48.13
			TOTAL	\$1,556.53

Less 15% Discount

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<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE</u>
1.	Step Ladder, Mounted On Wheels. Model SS-20 Width 21" Length 18 3/4" Top Step Height 18" Overall Height 22 3/4"	1	\$ 50.

Source of Supply: Cramer Posture Chair Co.

Thru: G. S. Ginn & Co.

919 E St., N.W.

Washington, D. C.